

IMMIGRATION SERVICES
DIVISION, FIELD OPERATIONS



POLICY MEMORANDUM NO. 70

SUBJECT: Processing Expedited Naturalization
Applications



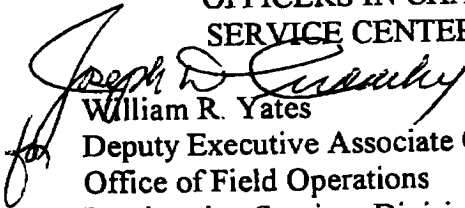
U.S. Department of Justice
Immigration and Naturalization Service

425 I Street NW
Washington, DC 20536

AUG 23 2000

MEMORANDUM FOR REGIONAL DIRECTORS
DISTRICT DIRECTORS
OFFICERS IN CHARGE
SERVICE CENTER DIRECTORS

FROM:


William R. Yates
Deputy Executive Associate Commissioner
Office of Field Operations
Immigration Services Division

SUBJECT: Processing Expedited Naturalization Applications

This memorandum provides guidance on processing expedited naturalization applications. Included in this package is an attachment for recording and authorizing the request and the points of contact to assist with processing at Service Centers.

I. Definitions of Expedited Applications for Naturalization

There are two categories:

A. Applications Filed Under Section 319(b)

Applications filed pursuant to Section 319(b) are eligible for expeditious action when the applicant is an alien spouse whose United States citizen husband or wife is regularly engaged in specified employment abroad. Since no particular period of United States or state residence (physical presence) prior to naturalization is required under Section 319(b), the alien can acquire citizenship before taking up extended residence abroad with a citizen spouse. An alien filing under Section 319(b) is required to be present in the United States pursuant to a lawful admission for permanent residence at the time of examination and must be present in the United States at the time of naturalization.

Memorandum for Regional Directors, District Directors, Officers In Charge
Service Center Directors
Subject: Processing Expedited Naturalization Applications

Page 2

B. Expedite Requests based on Emergent Circumstances

It is Service policy that cases be processed in chronological order by date of receipt. However, O.I. 103.2(q) indicates that an exception may be made upon the showing of emergent circumstances. When such an exception is authorized, it shall be noted in the record and initialed by the authorizing official. Residence and physical presence requirements apply.

II. Receiving and Approving Expedite Requests

A request to expedite an Application for Naturalization shall be made to the local INS office that will conduct the interview. If the request is sent to the Service Center, the Service Center shall forward the request to the Assistant District Director for Examinations having jurisdiction. If the local INS office grants the expedite request, the local INS official will complete and sign the Expedite Request and Authorization Form (see Attachment 1). If the application has not been previously receipted at a Service Center, the local office will collect (but not receipt) the application fee(s) and ensure that the necessary documentation is submitted to begin processing. The local INS office will also schedule the applicant for a fingerprint appointment. The local INS office will then forward the completed request for expedite, and (if not previously filed) the N400, the fee(s), the supporting documentation and the applicant's A-file (if they have it) to their appropriate Service Center. The Expedite Request and Authorization Form shall be on top of the N400 packet being sent to help the Service Center identify the expedite.

III. Processing Of Expedited Applications at a Service Center

When an approved expedite N400 application is received at the Service Center, the Service Center's N400 unit will then ensure that the application is expedited through the process as needed (mailroom assembly stage, payment processing stage, data entry stage, A-file request stage if needed, etc). The Service Center's N400 unit will communicate with the local INS office as needed to ensure timely processing and to advise the local INS office when the application is ready for interview.

These cases must comply with all of the current NQP requirements. Policy Memorandum # 53, dated June 24, 1999, authorizes the shipment of these cases to the interviewing office prior to the completion of the NQP Clerical Processing:

As of the date of this memorandum, Service Centers are authorized to ship N-400 applications at any point after fee receipt and data entry to those offices that request the cases and state that they will be responsible for the completion of all required processing.

All cases will fall into the universe of Task A – Clerical Processing Quality Assurance Checklist at whichever office finalizes the N-650A.

If the interviewing office requests this procedure, these files can be shipped after the completion of the fee receipting and data entry.

Memorandum for Regional Directors, District Directors, Officers In Charge
Service Center Directors
Subject: Processing Expedited Naturalization Applications

Page 2

If an authorized official determines that a case merits being handled according to Policy Memorandum # 66, Naturalization of Eligible Applicants Prior to the Completion of the Usual File Transfer Requests. All of the requirements of that memorandum are to be followed. The applicant can be interviewed, the application adjudicated, and, if eligible, the applicant can be naturalized without the usual file transfer requests being completed.

IV. The application and file will be returned to the District POC for interview scheduling.

The field office will schedule the case within 30 days of receipt for the initial interview.

For further information, please contact Cheryl Zeh at (202) 616-9704.

Attachments (2)

ATTACHMENT 1**Expedite Request and Authorization Worksheet**

The top part of this worksheet is to be completed only by INS after the applicant has completed the bottom portion and the check list. Once the applicant has completed the bottom portion, the top part of the worksheet will be completed and signed by the local office INS official who is authorized to grant an expedite request on a Application for Naturalization, Form N400. Each N400 being expedited will need a completed and signed Expedite Authorization Worksheet. PLEASE PRINT THIS WORKSHEET ON BLUE PAPER

TO BE COMPLETED ONLY BY INS AFTER APPLICANT HAS COMPLETED THE BOTTOM PORTION

To The Attention of: _____ **CSC NSC TSC VSC**
Point of Contact Specify Service Center

Applicant was scheduled for fingerprinting at local ASC:

Yes (give ASC location and date of appointment): _____

No Waived/Other: _____

I, the undersigned, hereby authorize the expediting of the Application for Naturalization, Form N-400, related to the applicant identified below.

Signature of Authorizing INS official: _____

Title of Authorizing Official and INS office: _____
Title INS office

Date: _____

RETURN APPL/FILE TO _____ **(POC at District)**

TO BE COMPLETED BY THE APPLICANT

Applicant's A#: _____

Applicant's Name: _____
Last First Middle

Applicant's Address: _____

Applicant's phone number: _____

Multiple dates applicant will be in the U.S. Dates (must be at least four months out from date of filing), if applicable: _____

Date applicant departs from the U.S., if applicable: _____

INS office where applicant wishes to be interviewed: _____

Applicant: refer to attached checklist for required documentation.

**CHECKLIST FOR APPLICATION FOR NATURALIZATION
 FOR SPOUSES OF MILITARY PERSONNEL**

U.S. immigration laws allow for the facilitation of naturalization for the spouse of an U.S. citizen who is either 1.) departing the U.S. to reside with his/her spouse, or 2.) residing overseas with his/her spouse, when specific conditions exist. The following documents and letter(s) must accompany your application for facilitated naturalization:

- ☐ **Completed and signed Form N-400, Application for Naturalization.** Be sure the following information is provided and correct:

Name;	INS A#;	Basis of Eligibility (Part 2);	Signature
-------	---------	--------------------------------	-----------

- ☐ **A photocopy of both sides of your Permanent Resident Card** (previously known as the Alien Registration Card, or "green card".) *Refer to page 7 of the Guide to Naturalization for examples of cards.*
- ☐ **Two color photographs** (3/4 frontal image). *Refer to page 33 of the Guide to Naturalization for an example of an appropriate photo image.*
- ☐ **A check or money order in the appropriate amount:**
- | | |
|-----------------------------|-------|
| Fee for the Form N400 is: | \$225 |
| *Fee for fingerprinting is: | \$ 25 |
| Total fee is: | \$250 |

**If the applicant is 75 years of age or older, or is overseas, at the time of filing, then the \$25 fingerprint fee is NOT required and should not be submitted.*

- ☐ **United States citizen spouse's proof of citizenship**, i.e. birth certificate if born in the United States; United States Passport; naturalization certificate if naturalized citizen; or certificate of citizenship. Copies of these documents are acceptable upon filing of the N400. However, originals of these documents may be requested later.
- ☐ **Applicant's birth certificate** (copy) and English translation if applicable.
- ☐ **Applicant's marriage certificate** (copy).
- ☐ **If you OR your spouse had any prior marriages**, submit proof of termination of ALL of those marriages (divorce decree or death certificate).

- ☐ If you are filing your application from outside of the United States, indicate in a letter at which INS office in the United States you wish to be interviewed. NOTE: INS has special arrangements with the Arlington, Virginia INS office and the Honolulu, Hawaii INS office to interview applicants filing from abroad. However, you may indicate any INS office in the United States.
- ☐ If you are filing your application from outside of the United States, indicate multiple dates that you will be in the United States for your interview and oath ceremony. The earliest date that you indicate must be at least four months after the date you filed your application (example, if you filed on February 1, 1999, you should not list a date prior to June 1, 1999).
- ☐ Form DD1278, Certificate of Overseas Assignment to Support Application to File Petition for Naturalization, authorizing military dependent(s) concurrent travel. The DD1278 must be issued no earlier than 90 days prior to the scheduled date of travel overseas.
- ☐ If you cannot submit a DD1278 showing concurrent travel and residence, then submit:
 - ☐ A copy of your spouse's travel orders;
 - ☐ A letter from your spouse's Commanding Officer indicating you have permission to reside abroad with your spouse after naturalization;
 - ☐ Evidence of transportation arrangements to the new duty station.